

Subject to approval at the March 1, 2016, Board of Works meeting.

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

FEBRUARY 23, 2016
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Bradley L. Cohen, Brooke E. Folkers, Thomas J. Kent, and Jonathan C. Speaker. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. February 16, 2016 Meeting

Ms. Folkers moved to accept the minutes of the February 16, 2016, Board of Works meeting. Mr. Cohen seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Proclamation: Girl Scout Cookie Week 2016 – Mayor/Clerk

Clerk Booker read the proclamation on behalf of Mayor John R. Dennis.

PROCLAMATION

Girl Scout Cookie Week 2016

Whereas, 2016 marks the 104th anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and

Whereas, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character; and

Whereas, girls discover, connect, and take action to make their local communities and the world a better place; and

Whereas, more than 2.9 million current Girl Scout members nationwide will be participating in the nation's largest financial literacy program for girls. The Girl Scout Cookie Program offers 5 skills for girls: goal setting, decision making, money management, people skills, and business ethics. Celebrating 80 years of this American tradition, with 59 million women who are former Girl Scouts and living proof of the impact of this amazing Movement.

NOW, THEREFORE, I, John R. Dennis, Mayor of the great City of West Lafayette, Indiana, on this 23rd day of February, 2016, do hereby applaud the commitment Girl Scouting has made to America's girls and proudly proclaim the week of February 22, 2016 to be

GIRL SCOUT COOKIE WEEK

in the city of West Lafayette, and call upon the people of West Lafayette to recognize and participate in this important observance.

b. Bid Opening: ADA Compliance Work – Parks

Assistant Parks Superintendent Ainsworth explained that this bid opening was for ADA Compliance Work.

City Attorney Williams opened the bids and read them aloud:

Company	Bid
T.L. Kincaid Contracting, Inc.	\$12,200.00
Xtreme Contractors Co., LLC	\$8,060.00
Fairfield Contractors, Inc.	\$18,073.00
Dixon Construction	\$22,800.00

Mr. Speaker moved that the ADA Compliance Bids be taken under advisement. Mr. Cohen seconded the motion.

The motion was adopted.

c. Transfer of Vehicle: 2001 Chevrolet Venture – Parks/Facilities

Assistant Parks Superintendent Ainsworth requested approval to transfer the 2001 Chevrolet Venture from the Parks Department to Facilities Department.

Ms. Folkers moved that the transfer of vehicle to Facilities be approved. Mr. Kent seconded the motion.

The motion was adopted.

d. Change of Status: Part-Time to Full-Time Receptionist/Office Manager – Elizabeth DeHahn – Fire/Facilities/IT

Fire Chief Heath requested approval for change of status for Elizabeth DeHahn. He explained this would be a shared position between three departments. Ms. DeHahn is currently working part-time, and will now be working full-time, effective February 29, 2016, with a bi-weekly salary of \$1,125.00. Chief Heath noted the salary ordinance change was approved by the Council last month.

Mr. Kent moved that the change of status for Elizabeth DeHahn be approved. Mr. Cohen seconded the motion.

The motion was adopted.

e. Change of Status: Part-Time to Full-Time Patrol Dispatcher – Tyler Henderson – Police

Police Chief Dombkowski requested approval for change of status for Tyler Henderson. He explained the department is able to place one of their part-time employees, whose work has been viewed as exceptional, into an available full-time position. Mr. Henderson's full-time position will begin March 7, 2016, with a bi-weekly salary of \$1,386.04.

Ms. Folkers moved that the change of status for Tyler Henderson be approved. Mr. Kent seconded the motion.

The motion was adopted.

f. Hires: Probationary Officers – Sanford E. Swanson, Jr., FN Lutz III, Matthew G. Holtman, Christopher L. Jewell – Police

Police Chief Dombkowski requested the approval to hire probationary officers Sanford E. Swanson, Jr., FN Lutz III, Matthew G. Holtman, and Christopher L. Jewell, who have all been vetted and given conditional offers of employment by the Police Merit Commission. The swearing-in ceremony for these officers is scheduled for March 1, 2016, following the Board of Works meeting. The bi-weekly salaries for these officers is \$1,897.10.

Mr. Speaker moved that the aforementioned officers be approved. Mr. Cohen seconded the motion.

Mr. Kent asked if these hires bring the department to full compliment.

Chief Dombkowski responded that it does, with 49 total officers. He stated there are several officers pending retirement, possibly this year.

Mr. Cohen asked how long the officers are considered probationary, to which Chief Dombkowski responded one year.

The motion was adopted.

g. Final Release of Retainage: Sheraton and Fairway Knolls Lift Station Improvements – Bowen Engineering Corporation – WWTU

WWTU Director Henderson requested approval for the final release of retainage for the Sheraton and Fairway Knolls Lift Station Improvements with Bowen Engineering Corporation. Director Henderson explained this release was based on the work done to reconstruct the lift stations. He stated the approximate amount of retainage is \$196,738.95, including any accrued interest, less fees.

Mr. Cohen moved that the final release of retainage be approved. Mr. Speaker seconded the motion.

Mr. Cohen asked if the amount should be on the final release of retainage.

Director Henderson responded that this came from Bowen Engineering. As done in the past, a letter from the City Controller will be requested, with an amount including accrued interest, less fees, to be enclosed.

The motion was adopted.

h. 2016 Chemical Bid Awards with City of Lafayette: JCI Jones Chemical, PVS Chemical, and Brenntag Mid-South – WWTU

WWTU Director Henderson stated the bidding process with the City of Lafayette over the past several years has been very successful. The low bid results from the opening at the February 9, 2016, Lafayette Board of Works meeting are JCI Jones Chemical for Sodium Hypochlorite at \$0.6200 per gallon, PVS Chemical Solutions for Sodium Bisulfite at \$1.180 per gallon, and Brenntag Mid-South for Sodium Aluminate at \$1.759. Director Henderson requested approval to award the chemical bids to these companies.

Mr. Speaker moved that the 2016 Chemical Bid Award be approved. Mr. Kent seconded the motion.

Mr. Kent asked what percentage of savings is seen with this partnership.

Director Henderson responded that due to the number of years we have participated in these bids, the savings amount is unclear.

The motion was adopted.

i. 2014 SRF Loan Disbursement Request No. 43: Sheraton and Fairway Knolls Lift Station Improvements – Greeley and Hansen – WWTU

WWTU Director Henderson requested approval of the 2014 SRF Loan Disbursement Request No. 43 to Greeley and Hansen in the amount of \$4,062.00. He explained this is for coordination with utilities to provide service to the Northside Regional Lift Station, review of record drawings, and the review of draft Change Order No. 1.

Mr. Cohen moved that the 2014 SRF Loan Disbursement Request No. 43 be approved. Mr. Kent seconded the motion.

The motion was adopted.

j. Claims

i. AP Docket	\$201,158.90
ii. AP Docket	\$154,911.61
iii. PR Docket	\$544,265.40

Ms. Folkers moved that the claims be approved. Mr. Speaker seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

k. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

iv. Purchasing Card Transactions

There were no questions or comments about the listing.

l. Other Items

► WWTU Director Henderson reported that the CSO Relief Interceptor project is getting under way. Plans are being finalized as to how it will impact traffic, and that information will be made public. In response to a question from Mr. Cohen, Director Henderson stated this project will impact State Street, but it is on River Road.

3. **ADJOURNMENT**

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.